



State of California • Arnold Schwarzenegger, Governor  
State and Consumer Services Agency  
DEPARTMENT OF GENERAL SERVICES  
Executive Office

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May 24, 2004

All Agency Secretaries  
All Department Directors

On May 14, 2004, I sent you a letter regarding Executive Order (EO) S-10-04, which promotes proactive real property asset management for the State of California. Due to the urgent nature and the goals of this EO, I requested that all agencies immediately review and verify all real property data and report to the Department of General Services (DGS) no later than **June 1, 2004**. This data, which is to be reported for inclusion in the Statewide Property Inventory (SPI), must be done for all state-owned properties, as well as all leased properties.

Since my last letter, the DGS has reviewed all DGS managed leases and has determined that agencies do not need to verify the data for these DGS managed leases. However, it is imperative that any leases managed by any other state agency or department be reported for inclusion in the SPI.

To assist agencies in complying with the SPI reporting requirements, the DGS has established a website which contains all the information, manuals, and forms which you and your staff will need to complete your submission of data – for state-owned properties and structures, as well as leases. This website, [www.spi.dgs.ca.gov](http://www.spi.dgs.ca.gov), will continue to be updated as any additional useful information becomes available.

Finally, in order to ensure statewide participation by all agencies and departments, we are asking that the DGS be notified when each department and agency has complied with these SPI reporting requirements. Each department and agency is asked to complete the attached form and send, by **June 1<sup>st</sup>, 2004**, to Robin E. Baker, Chief, SPI Section, DGS, 707 3<sup>rd</sup> Street, Sixth Floor, West Sacramento, CA 95605.

If you have any questions or need further technical assistance regarding the SPI, please contact Joe White at (916) 375-4056 or CALNET 480-4056 or Gina Smith at (916) 375-4052 or CALNET 480-4052.

Sincerely,

Ron Joseph, Interim Director  
Department of General Services

Attachment

**CERTIFICATION OF COMPLIANCE WITH STATEWIDE PROPERTY INVENTORY  
REPORTING REQUIREMENTS**

Executive Order S-10-04 requires:

"All state agencies, departments, boards, and commissions under the authority of the Governor shall review all real property assets which are currently under their jurisdiction, as well as real property leased by the state. As part of this review, all state entities shall provide complete reporting of their property inventory in compliance with guidelines to be issued by the Department of General Services (DGS). The DGS shall record these inventories in the Statewide Property Inventory."

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Org Code \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Org Code \_\_\_\_\_  
(if applicable)

On behalf of the above Department, I certify that:

All real property records, including lease and any surplus property have been submitted to DGS under separate cover on \_\_\_\_\_ (date).

All real property records, including lease and any surplus property are attached.

Please indicate number of attached pages \_\_\_\_\_.

No reportable real property records, including leases.

Other (explain) \_\_\_\_\_

Please provide DGS with applicable contact persons:

For Real Property:

For Leases:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Please send this completed form to:  
Robin E. Baker  
Chief SPI Section, Real Estate Services Division  
707 3<sup>rd</sup> Street, Sixth Floor  
West Sacramento, CA 95605